

# UNITED STATES DISTRICT COURT

NORTHERN DISTRICT OF CALIFORNIA

## PROBATION OFFICE

450 Golden Gate Avenue  
Suite 17-6884; P.O. Box 36057  
San Francisco, CA 94102-3487  
TEL: (415) 436-7540  
FAX: (415) 581-7410

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**YADOR J. HARRELL**  
CHIEF U.S. PROBATION OFFICER

**NOEL A. BELTON**  
ASST. DEPUTY CHIEF U.S. PROBATION OFFICER



**JAMES M. SCHLOETTER**  
ASST. DEPUTY CHIEF U.S. PROBATION OFFICER

May 1, 2015

### **TEMPORARY RECEPTIONIST VACANCY ANNOUNCEMENT JOB CODE: 15-DA0501RECP**

**POSITION:** Receptionist

**STATUS:** 40 hours per week; temporary position (52 consecutive weeks and one day)

**SALARY RANGE:** \$24,077 - \$30,110 (CL 21/01 - CL 21/25)

**CLOSING DATE:** May 15, 2015

**LOCATION:** San Francisco or Oakland, California

The United States Probation Office, Northern District of California is now seeking a qualified temporary Receptionist.

**INTRODUCTION:** The incumbent greets visitors and clients, answers telephone calls, and provides general office assistance.

**REPRESENTATIVE DUTIES:** Operates the office's front desk by greeting, answering routine questions, and directing visitors and callers appropriately. Issues temporary visitor badges and maintains the reception area. Performs data entry, processes mail, distributes faxes, and maintains the inventory of office supplies. Scans, verifies, and uploads documents into the Probation and Pretrial Services Automated Case Management Tracking System (PACTS) database. Performs other duties as assigned.

**QUALIFICATIONS:** High school graduation or equivalent. High school graduation equivalency may be met by either a Graduate Education Development (GED) or other recognized equivalency certificate, or a like number of years of clerical experience (e.g., one year of clerical experience equals one year of high school). Experience in a court or other legal field is desirable but not required.

**APPLICATION INSTRUCTIONS:** Employment is subject to background investigation and verification of information supplied. Applicants must submit a current resume and letter of interest including an outline of their skills and experience. **Applicants must include a statement indicating their preferred duty station, San Francisco or Oakland, and the Job Code from the job posting in their letters of interest.** In addition, applicants must complete and submit the Application For Judicial Branch Federal Employment (AO 78). Form AO 78 (the

Application for Employment) is available at: [www.canp.uscourts.gov](http://www.canp.uscourts.gov) on the Employment Page. In order to be able to save the completed AO 78 Application, you must have either Adobe Acrobat Standard or Adobe Acrobat Professional because having only Adobe Acrobat Reader will not permit you to save it. As an alternative, you may scan the completed application or save it as .jpg (JPEG picture file) or .tif (TIFF picture file) for electronic transmission. Please complete and submit only the current version of the Application (AO 78 (10/09)). Previous versions and all other federal employment applications will not be accepted.

Application materials will not be considered complete until all of the items listed above have been received by Human Resources. Illegible or incomplete or partially completed application materials will not be considered. Do not submit the same application materials more than once. Completed application materials must be received on or before the closing date of May 15, 2015 by close of business (5:00 p.m. PST). It is required that you submit your application materials via e-mail to: [CANP\\_Resumes@canp.uscourts.gov](mailto:CANP_Resumes@canp.uscourts.gov). Application materials received by mail, fax, or any other means other than by e-mail to [CANP\\_Resumes@canp.uscourts.gov](mailto:CANP_Resumes@canp.uscourts.gov) will not be considered.

Applicants must be U.S. citizens or be eligible to work in the United States. Only applicants who are interviewed in person will receive a response regarding their application status. Please, no telephone calls.

Judiciary employees serve under excepted appointments (not competitive civil service). Federal benefits include paid vacation and sick leave, health benefits and life insurance, disability insurance and long-term care, retirement benefits, and a tax-deferred savings plan. Participation in the interview process is at the applicant's own expense. Relocation expenses will not be provided. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay.

**THE UNITED STATES PROBATION OFFICE FOR THE NORTHERN DISTRICT OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER**